

## **ARTICLE 5. LICENSING SPEECH-LANGUAGE PATHOLOGIST ASSISTANTS**

### **R9-16-501. Definitions**

In addition to the definitions in A.R.S. § 36-1901, the following definitions apply in this Article unless otherwise specified:

1. “Accredited” means approved by the:
  - a. New England Association of Schools and Colleges,
  - b. Middle States Association of Colleges and Schools,
  - c. North Central Association of Colleges and Schools,
  - d. Northwest Commission on Colleges and Universities,
  - e. Southern Association of Colleges and Schools, or
  - f. Western Association of Schools and Colleges.
2. “Application packet” means the information, documents, and fees required by the Department for a license or renewal of a license.
3. “CE” means continuing education, the ongoing process of receiving instruction related to the practice of speech-language pathology.
4. “CE hour” means 50 to 60 minutes of continuous instruction.
5. “Client” means an individual who receives speech-language pathology services from a speech-language pathologist assistant.
6. “Course” means a workshop, seminar, lecture, conference, or class.
7. “Credit hour” means one academic unit of study that is comprised of at least 750 minutes of class instruction at an accredited college or university.
8. “Documentation” means a written statement, such as an e-mail or a fax.
9. “General education” means instruction that includes:
  - a. Oral communication,
  - b. Written communication,
  - c. Mathematics,
  - d. Computer instruction,
  - e. Social sciences, and
  - f. Natural sciences.
10. “Good moral character” means an individual has:
  - a. Not been convicted of a felony or a misdemeanor in the five years before submitting an initial application to the Department,
  - b. Has never been convicted of a felony involving moral turpitude or a misdemeanor involving moral turpitude.

11. “Observation” means to witness:
  - a. The provision of speech-language pathology services to a client, or
  - b. A demonstration of how to provide speech-language pathology services to client.
12. “Speech-language pathologist” means an individual who is licensed under A.R.S. § 36-1940.01.
13. “Speech-language pathology services” means the same as “speech-language pathology” in A.R.S. § 36-1901.
14. “Speech-language pathology technical coursework” means curriculum that provides knowledge to develop core skills and assume job responsibilities, including:
  - a. Language acquisition,
  - b. Audiological vestibular processes,
  - c. Speech development,
  - d. Communication disorders,
  - e. Phonemics and phonological adaptation, and
  - f. Therapeutic approaches used in contemporary educational settings.
15. “Statement of Citizenship and Alien Status” means a form used to demonstrate that an individual complies with 8 U.S.C. § 1621 and A.R.S. § 1-501.
16. “Supervision” means instruction, guidance, and monitoring provided by a master’s level speech-language pathologist to an individual training to become a speech-language pathologist assistant that includes:
  - a. On-site, in-view observation and guidance; and
  - b. Activities that may include consultation, record review, review and evaluation of an audiotaped or videotaped screening evaluation, or clinical session.

**R9-16-502. License Qualifications**

To qualify for a speech-language pathologist assistant license, an individual shall:

1. Complete an approved training program that contains at least 60 credit hours of general education and speech-language pathology technical coursework from a nationally or regionally accredited college or university, of which at least:
  - a. 20 credit hours are in general education, and
  - b. 20 credit hours are in speech-language pathology technical coursework;
2. Complete at least 100 hours of clinical interaction that does not include observation, under the supervision of a licensed master’s level licensed speech-language pathologist;

3. Be of good moral character;
4. Not have had a license revoked or suspended by any state within the previous two years before the date of the application; and
5. Not be currently ineligible for licensure in any state because of a prior license revocation or suspension.

**R9-16-503. Initial License**

An applicant for a speech-language pathologist assistant initial license shall submit to the Department an application packet containing:

1. A Department-provided application form that contains:
  - a. The applicant's name, social security number, date of birth, current home address, and home telephone number;
  - b. If applicable, the name of the applicant's employer and the employer's current business address and telephone number;
  - c. A statement of whether the applicant has ever been convicted of a felony or of a misdemeanor involving moral turpitude in this state or any other state;
  - d. A statement of whether the applicant has ever had a license revoked or suspended by any state within the previous two years;
  - e. A statement of whether the applicant is currently ineligible for licensure in any state because of a prior license revocation or suspension; and
  - f. A statement signed and dated by the applicant verifying the accuracy of the information provided by the applicant;
2. A completed Department-provided Statement of Citizenship and Alien Status;
3. An official transcript issued to the applicant from a nationally or regionally accredited college or university, showing completion of at least 60 credit hours of general education and speech-language pathology technical coursework, as required in R9-16-502(1);
4. Documentation signed by a licensed master's level speech-language pathologist who provided supervision to the applicant, confirming the applicant's completion of at least 100 hours of clinical interaction that did not include observation;
5. A \$100 application fee; and
6. A \$100 license fee.

**R9-16-504. License Renewal**

- A.** Before the expiration date of a license, a licensee shall submit to the Department an application packet containing:
1. A Department-provided renewal application form that contains:
    - a. The licensee's name, social security number, date of birth, current home address, business address, and home and business telephone numbers;
    - b. If applicable, the name of the licensee's employer and the employer's current business address and telephone number;
    - c. The licensee's license number and license expiration date;
    - d. A statement of whether the licensee has been convicted of a felony or a misdemeanor involving moral turpitude since the licensee's previous license application; and
    - e. A statement signed by the applicant verifying the accuracy of the information provided by the applicant;
  2. A Department-provided continuing education form completed and signed by the licensee that states the licensee meets the requirements in R9-16-506; and
  3. A \$100 license renewal fee.
- B.** According to A.R.S. § 36-1904, the Department shall allow a speech-language pathologist assistant to renew a license within 30 days after the expiration date of the license by submitting to the Department:
1. The application packet required in subsection (A), and
  2. A \$25 late fee.
- C.** An individual who does not submit a renewal application packet required according to subsection (A) or (B), shall reapply for an initial license by submitting:
1. An initial license application packet required in R9-16-503, and
  2. The form required in subsection (A)(2).

**R9-16-505. License Application and CE approval Time-frames**

- A.** For each type of license or approval issued by the Department under this Article, Table 1 specifies the overall time-frame described in A.R.S. § 41-1072.
1. An applicant and the Department may agree in writing to extend the substantive review time-frame and the overall time-frame.

2. An extension of the substantive review time-frame and the overall time-frame may not exceed 25% of the overall time-frame.
- B.** For each type of license or approval issued by the Department under this Article, Table 1 specifies the administrative completeness review time-frame described in A.R.S. § 41-1072.

  1. The administrative completeness review time-frame begins:
    - a. On the date the Department receives a license application packet, or
    - b. On the date the Department receives a request for CE approval.
  2. Except as provided in subsection (B)(3), the Department shall provide a written notice of administrative completeness or a notice of deficiencies to an applicant within the administrative completeness review time-frame.
    - a. If a license application packet or request for CE approval is not complete, the notice of deficiencies shall list each deficiency and the documents or information needed to complete the license application packet or request for CE approval.
    - b. A notice of deficiencies suspends the administrative completeness review time-frame and the overall time-frame from the post-mark date of the notice until the date the Department receives the missing documents or information.
    - c. If the applicant does not submit to the Department all the documents and information listed in the notice of deficiencies within 30 days after the post-mark date of the notice of deficiencies, the Department considers the license application packet or request for CE approval withdrawn.
  3. If the Department issues a license or approval during the administrative completeness review time-frame, the Department shall not issue a separate written notice of administrative completeness.
- C.** For each type of license or approval issued by the Department under this Article, Table 1 specifies the substantive review time-frame described in A.R.S. § 41-1072, which begins on the post-mark date of the notice of administrative completeness.

  1. Within the substantive review time-frame, the Department shall provide a written notice to the applicant that the Department issues or denies the license or CE approval.
  2. During the substantive review time-frame:

- a. The Department may make one comprehensive written request for additional documents or information; and
  - b. If the Department and the applicant agree in writing to allow one or more supplemental requests for additional documents or information, the Department may make the number of supplemental requests agreed to.
3. A comprehensive written request or a supplemental request for additional documents or information suspends the substantive review time-frame and the overall time-frame from the post-mark date of the request until the date the Department receives all the documents and information requested.
  4. If the applicant does not submit to the Department all the documents or information listed in a comprehensive written request or supplemental request for additional documents or information within 30 days after the post-mark date of the request, the Department shall deny the license or approval.
- D.** An applicant who is denied a license may appeal the denial according to A.R.S. Title 41, Chapter 6, Article 10.

**Table 1.**      **Time-frames (in days)**

<b><u>Type of Approval or License</u></b>	<b><u>Statutory Authority</u></b>	<b><u>Overall Time-frame</u></b>	<b><u>Administrative Completeness Review Time-frame</u></b>	<b><u>Substantive Review Time-frame</u></b>
<u>Initial License Application</u>	<u>A.R.S. §§ 36-1904 and 36-1940.04</u>	<u>60</u>	<u>30</u>	<u>30</u>
<u>Renewal License Application</u>	<u>A.R.S. § 36-1904</u>	<u>60</u>	<u>30</u>	<u>30</u>
<u>Approval of Continuing Education</u>	<u>A.R.S. § 36-1904</u>	<u>45</u>	<u>30</u>	<u>15</u>

**R9-16-506.**      **Continuing Education**

- A.**      Before the expiration date of a license, a licensee shall complete at least ten CE hours.
- B.**      A licensee may request approval of a CE course by submitting the following to the Department:

1. The title of the CE course;
  2. The name of the organization providing the CE course;
  3. The date, time, and location of the CE course
  4. A description of the CE course's content and educational objectives;
  5. The name, educational background, and teaching experience of the individual presenting the CE course; and
  6. The number of CE hours the CE course consists of.
- C.** The Department shall approve a CE course if the Department determines that the CE course:
1. Provides instruction on:
    - a. Current developments in speech-language pathology; or
    - b. Methods and procedures used to screen, evaluate, and treat speech-language pathology disorders;
  2. Contributes directly to the competence of a licensee;
  3. Is developed and presented by an individual who is licensed:
    - a. As a speech-language pathologist according to A.R.S. § 36-1940.01(A);
    - b. To provide speech-language pathology in another state, or
    - c. To provide audiology in this state or another state; and
  4. Was completed during the licensee's current licensing period.
- D.** A licensee shall maintain a record for each completed CE course that contains:
1. The name, address, and license number of the licensee;
  2. The title of the CE course;
  3. The name of the organization providing the CE course;
  4. The date, time, and location of the CE course;
  5. A description of the CE course's content and educational objectives;
  6. The name, educational background, and teaching experience of the individual presenting the CE course;
  7. The number of CE hours earned for the CE course;
  8. A statement, signed by the individual presenting the CE course, verifying the licensee's completion of the CE course; and
  9. A statement signed by the licensee verifying the accuracy of information contained in the record.
- E.** A licensee shall maintain a record required in subsection (D) for at least 36 months after the date the licensee completed the CE course.

**R9-16-507. Disciplinary Actions**

- A.** If the Department determines that a licensee violated A.R.S. §§ 36-1901 through 36-1940.04 or this Article, the Department may:
1. Take an action under A.R.S. § 36-1934,
  2. Request an injunction under A.R.S. § 36-1937, or
  3. Assess a civil money penalty under A.R.S. § 36-1939.
- B.** In determining which disciplinary action specified in subsection (A) is appropriate, the Department shall consider:
1. The type of violation,
  2. The severity of the violation,
  3. The danger to public health and safety,
  4. The number of violations,
  5. The number of clients affected by the violations,
  6. The degree of harm to a client,
  7. A pattern of noncompliance, and
  8. Any mitigating or aggravating circumstances.
- C.** A licensee may appeal a disciplinary action taken by the Department according to A.R.S. Title 41, Chapter 6, Article 10.

**R9-16-508. Duplicate License**

A licensee may obtain a duplicate license by submitting to the Department a written request for a duplicate license that contains:

1. The licensee's name and address,
2. The licensee's license number and license expiration date,
3. The licensee's signature, and
4. A \$25 duplicate license fee.